



## Littleton Opera House

### Tower Room Rental Agreement

2 Union Street Littleton, NH 03561

The Littleton Opera House Tower Room accommodates up to 55 people. It rents with conference chairs and tables for board meetings, conferencing or classroom set-up

\*\* Special set up fee is \$25.00 \*\*Projector and Screen is available for use

Group Name: \_\_\_\_\_ Contact person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Rental dates: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Number of guest \_\_\_\_\_ Room Layout Desired \_\_\_\_\_



Please check if you are a town entity and have approval to use facility free of charge. You will be responsible for setting up and breaking down room. Approval may be confirmed with Town Manager.

#### **Trash Removal and clean-up of the room is the responsibility of the renter.**

I have read the policies regarding use of the Opera House Town Room and facilities and agree to abide by all rules and regulations.

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_

Opera House Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_

Certificate of Liability naming The Town of Littleton as insured with at least \$500,000 single occurrence is required for use The Tower Room, and all Opera House rentals.

Non-Profits must provide their 501 (c) 3 certification Non-Profit \_\_\_\_\_

Questions contact: Sue Pilotte, Opera House Manager 603-991-3207